



Probationary Employee Training Program

SUPERVISORS INSTRUCTIONS



Supervisors Instructions

The station officer has sole responsibility for the probationary employee and his/her probationary packet. The station officer should ensure that the required skill sheets are completed, that the written assignments are accurate, and that all paperwork is forwarded to the appropriate quality assurance officer at the given deadlines. The station officer should also ensure that adequate resources are available to complete the given assignments. The station officer is not required to perform as the probationary employees' "preceptor" but should allow the most knowledgeable firefighter in that given area to provide leadership and direction. The station officer should also incorporate the entire shift in the probationary employees' tasks as often as possible.

Requirement for successful completion of probation

In order for the probationary employee to be recommended for full term merit system employment the probationary employee must complete the following skills and meet the following conditions.

Prior to completing probation the probationary employee must:

- Obtain driver certification on a BLS unit.
- Successfully complete probationary skills and written assignments.
- Pass probationary Fire and EMS written and practical exams.
- Complete the IPE within 11 minutes.

And other skills and assignment as assigned by the Division Chief of Wellness Safety and Training and the Division Chief of Operations

Administrative Skills Check-off (1)

The administrative skills check-off sheets is designed to acclimate the probationary employee to basic station paperwork and the location of station files. The station officers should cater the administrative skills check-off to any specific station functions. The administrative skills check-off should be started after the completion of the orientation module. The administrative skills check-off must be completed prior to the end of the advanced skills and knowledge module.

Orientation Module (2)

The orientation period will consist of basic station activities designed to prepare the employee for station life. The station officer should also insure that the employees' passwords allow them access to all required MCFRS networks. The employee will ***not*** be considered as staffing during their orientation period. The station officer will be required to complete a counseling report at the end of the "*Orientation – Non-staffing Module (2)*"

General Knowledge (3)

The general knowledge module is a three week module that will consist of skills that are necessary to provide basic services as a firefighter and that the firefighter can function safely on the fire-ground or as an EMTB provider.

The probationary employee will be assigned to the ambulance or the engine during this module. The following module and apparatus assignment will be based upon the probationary employees "general knowledge" module apparatus assignment. For example, if the probationary employee is assigned to the engine during their "general Knowledge" module then they will proceed to the "FIRE" module. The probationary employee will then complete their first and second period written and skills assignments in that discipline.

Fire and EMS Modules (4 and 5)

The fire and EMS modules will consist of one (1) three week period and one (1) four week period. The Fire and EMS Modules will contain information, skills and written assignments specific to that particular module. The station officer is reminded that a counseling report must be completed at the end of each module.

Additional Knowledge and Review (6)

The additional knowledge and review module is the last module that the probationary employee will complete. This module will conclude the apparatus assignment opposite the apparatus assignment of the General Knowledge Module. The Additional Knowledge and Review Module is designed to allow the probationary employee to complete scenario based skills. These scenarios should help to prepare the probationary employee for their Probation Testing Module.

Testing Module (7)

The probationary employee will return to the training academy for end of probation testing. The end of probation testing will consist of a PT test (IPE), written Fire and EMS and practical skills test in Fire and EMS. The probationary employee will report to the academy in class C uniform. The station officer will be **required** to accompany the probationary employee to the training academy to participate in the recruit testing process. If the station officer is off duty for any reason the test may be rescheduled by the recruit training coordinators. This is to eliminate any misinterpreted material within the modules to prevent failure.